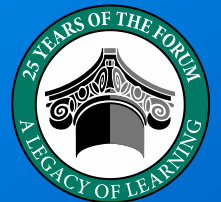


Could You Conduct Business with the Commonwealth?



Presented by:
Frank Denny
Angel A. Rodriguez Serrano



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REAL SIMPLE

- Each table is a business.
- Every business will assign a authorized representative.
- Each business will be asked questions to determine if it knows how to conduct business with COVA.



REAL SIMPLE

- The business will have 30 seconds to answer a question.
- A correct answer will have the opportunity to spin the wheel and earn points.
- The business that accumulates the most points will be the Preferred Vendor.



Could You Conduct Business with COVA?



Now wear
the hat of
a vendor!



Could You Conduct Business with COVA?

Question No. 1

If you were to start a business in Virginia where would you start?



Could You Conduct Business with COVA?

Answer to question No. 1

<http://bos.virginia.gov/index.shtml>



The screenshot shows the Virginia Business 1NE STOP website. The header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, a search bar for Virginia.gov, and a GO button. The main banner features the text "BUSINESS 1NE STOP" with a red octagon containing the number 1. To the right is a photo of Governor Bob McDonnell. Below the banner is a navigation bar with links for Home, FAQ, About, Support, Feedback, and a phone number 804-371-0438. The main content area has a large image of hands holding a red ribbon with the text "Virginia, the best state for business..." and a red sign that says "Come in We're OPEN". To the right of the image are two buttons: "Tour" with an eye icon and "Start" with a mouse cursor icon, both containing the text "Online VA Business Registration System".

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

BUSINESS 1NE STOP

Governor Bob McDonnell

Home FAQ About Support Feedback 804-371-0438

Virginia, the best state for business...

Come in We're OPEN

Tour Online VA Business Registration System

Start



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Could You Conduct Business with COVA?

Question No. 2

Where can you download the eVA mobile App?



Could You Conduct Business with COVA?

Answer to question No. 2

eVA home Page



Could You Conduct Business with COVA?

Question No. 3

How can eVA help you conduct a market analysis of your competition?



Could You Conduct Business with COVA?

Answer to question No. 3

Go to the eVA home page to the FREE Public Reports and PPEA Opportunities



Could You Conduct Business with COVA?

Question



**DID YOU HEAR ABOUT THE MECHANIC
WHO WAS ADDICTED TO BRAKE FLUID?**



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Could You Conduct Business with COVA?

Answer

HE SAID IT WAS NO PROBLEM ...
HE COULD **STOP** ANY TIME!



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Could You Conduct Business with COVA?

Question No. 4

As an eVA registered vendor can you upload your catalog or create a catalog in the eMall (ShopNow)



Could You Conduct Business with COVA?

Answer to question No. 4

Yes, Start by contacting eVA Customer Care



Could You Conduct Business with COVA?

Question No. 5

As an eVA vendor, can you select and/or delete
Commodity Codes from your eVA account?



Could You Conduct Business with COVA?

Answer to question No. 5

Yes, Start by contacting eVA Customer Care.



Could You Conduct Business with COVA?

Question No. 6

What is the difference between a Premium and a Basic eVA vendor?



Could You Conduct Business with COVA?

Answer to question No. 6

I don't know.

There is no Premium and Basic designation.
There is no cost to register in eVA.



Could You Conduct Business with COVA?

Question



WHY DIDN'T THE OYSTER GIVE UP
HER PEARL?

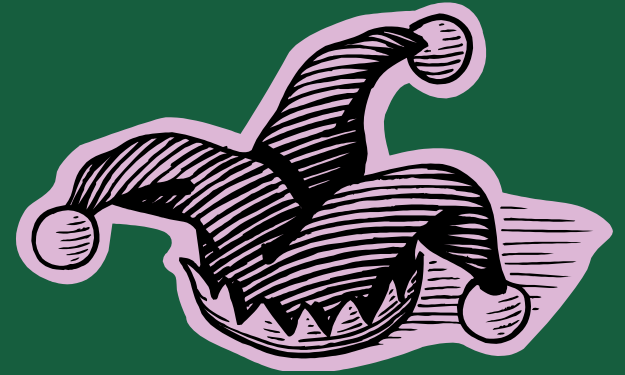


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Could You Conduct Business with COVA?

Answer

SHE WAS SHELLFISH.



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Could You Conduct Business with COVA?

Question No. 7

When marketing to state agencies you should keep in mind there are some mandatory sources for state agencies. What are they?

Mention three:



Could You Conduct Business with COVA?

Answer to question No. 7

- Virginia Industries for the Blind
- Virginia Correctional Enterprises
- Mandatory statewide contracts
- DGS/Office of Fleet Management.
- Virginia Information Technologies Agency (VITA)
- DGS/DPS Office of Graphic Communications (OGC).
- Virginia Distribution Center (VDC).

(APSPM 2.1 & VM 2.1.d)



Could You Conduct Business with COVA?

Question No. 8

When do you have to register and participate in the E-Verify program?



Could You Conduct Business with COVA?

Answer to question No. 8

EFFECTIVE 12/1/13. Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program.

(APSPM 4.21) (VM 3.16)



Could You Conduct Business with COVA?

Question No. 9

As a DMBE-certified small business, when are business opportunities “Set-Aside” for you?

Mention 3



Could You Conduct Business with COVA?

Answer to question No. 9

- Procurements up to \$5,000
- Procurements over \$5,000 to \$50,000 unless exempted or unless there is not a reasonable expectation that the agency or institution will receive at least two competitive bids or offers.
- Procurements over \$50,000 may be set-aside in whole or in part.

(APSPM 3.10g) (VM 2.1)



Could You Conduct Business with COVA?

Question



WHERE DO BOATS GO WHEN THEY
ARE SICK?

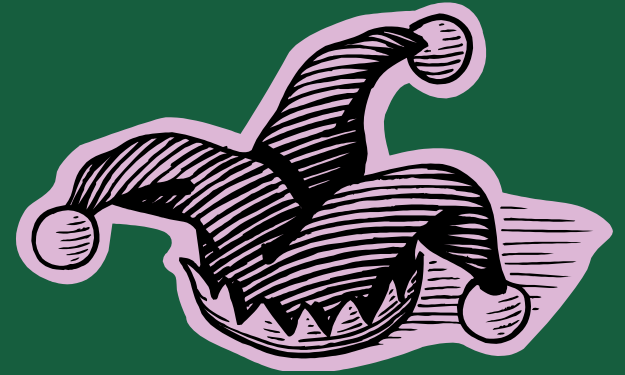


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Could You Conduct Business with COVA?

Answer

TO THE DOCK!



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Could You Conduct Business with COVA?

Question No. 10

You submitted a bid for a solicitation - but the agency notified you that you were determined to be “non-responsible”. After receipt of the notice, how many days do you have to submit rebuttal information challenging the evaluation?



Could You Conduct Business with COVA?

Answer to question No. 10

10 business days

(APSPM 11.2) (VM 9.5)



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Could You Conduct Business with COVA?

Question No. 11

Procurements up to \$_____ shall be set-aside exclusively for DMBE-certified business participation, unless exempted.



Could You Conduct Business with COVA?

Answer to question No. 11

\$0 – the set-aside is for DMBE-certified **small** businesses – which is for \$50,000

(APSPM 5.1 & 3.10g) (VM 2.1d)



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Could You Conduct Business with COVA?

Question No. 12

Unless otherwise provided, in order for your bid to be considered responsive for any prime contract in excess of \$_____ you shall include, as part of your bid, a Small Business Subcontracting Plan.



Could You Conduct Business with COVA?

Answer to question No. 12

\$100,000

(APSPM 6.2f) (VM 2.1c)



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Could You Conduct Business with COVA?

Question



WHAT DID THE EARTH SAY AFTER
THE EARTH QUAKE?

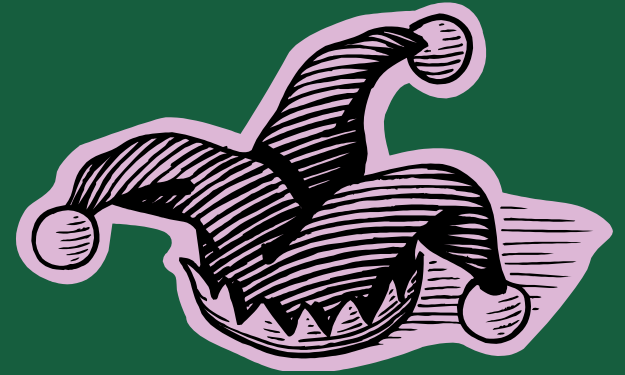


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Could You Conduct Business with COVA?

Answer

MY FAULT



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Could You Conduct Business with COVA?

Question No. 13

A bidder or subcontractor shall be considered a Small Business if certified as such by DMBE within _____ days after the due date for receipt of bids.



Could You Conduct Business with COVA?

Answer to question No. 13

Zero (0) (shall be certified **by** the solicitation due date)

(APSPM 6.3d) (VM 6.1a)



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Could You Conduct Business with COVA?

Question No. 14

You are responding to a Quick Quote which has been set-aside. Where do you provide your DMBE-certified small business number?



Could You Conduct Business with COVA?

Answer to question No. 14

In the **comment section** of your response.

(APSPM 5.6a) (VM 2.3b.)



Could You Conduct Business with COVA?

Question No. 15

You are planning to personally hand deliver your sealed bid by the date and hour specified in the solicitation.

However, that morning there is a storm and the state has suspended business operations. When is your bid due?



Could You Conduct Business with COVA?

Answer to question No. 15

Bid receipt deadlines will be deemed rescheduled for processing at the appropriate times on the next regular business day.

(APSPM 3.1e) (VM 4.4)



Could You Conduct Business with COVA?

Question No. 16

What is a consequence if you fail to comply with the provisions of E-Verify?



Could You Conduct Business with COVA?

Answer to question No. 16

Any such employer who fails to comply with the provisions shall be **debarred** from contracting with any agency of the Commonwealth for a period up to one year.

(APSPM 10.20) (VM 3.16, 7.20, 7.22)



Could You Conduct Business with COVA?

Question No. 17

You think that you should have been awarded the contract for a solicitation. How many days do you have to protest the award?



Could You Conduct Business with COVA?

Answer to question No. 17

No later than 10 days after public notice of the award or announcement of the decision to award is made whichever occurs first – and it must be in writing.

(APSPM 11.2d) (VM 9.6)



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Could You Conduct Business with COVA?

Question



WHY DID THE MUSTARD CROSS THE ROAD?



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Could You Conduct Business with COVA?

Answer

TO KETCHUP WITH THE MAYONNAISE



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Could You Conduct Business with COVA?

Question No. 18

By what time on the 10th day must your protest be received?



Could You Conduct Business with COVA?

Answer to question No. 18

The written protest must be received in the purchasing office not later than 5:00 p.m. on the tenth day.

(APSPM 11.2d) (VM 9.6)



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Could You Conduct Business with COVA?

Question No. 19

Does furnishing product or service information to the Commonwealth allow an agency to give you preferential treatment in the award of a contract?



Could You Conduct Business with COVA?

Answer to question No. 19

NO! The furnishing of product or service information by a vendor is considered to be normal sales effort and does not entitle the vendor to preferential treatment in the awarding of contracts.

(VM 3.4)



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Could You Conduct Business with COVA?

Question No. 20

As a Vendor can you offer any gift, gratuity, favor, or advantage to any state employee who exercises official procurement responsibility, develops procurement requirements, or otherwise influences procurement decisions.



Could You Conduct Business with COVA?

Answer to question No. 20

No. No vendor shall offer any gift, gratuity, favor, or advantage to any state employee who exercises official procurement responsibility, develops procurement requirements, or otherwise influences procurement decisions.

(VM 3.5)



Could You Conduct Business with COVA?

Question No. 21

Can you copyright your work contracted by the Commonwealth?



Could You Conduct Business with COVA?

Answer to question No. 21

No. No vendor may copyright any work contracted by the Commonwealth and produced for the Commonwealth without the prior written consent of the agency or DPS.

(VM 3.9)



Could You Conduct Business with COVA?

Question



WHY CAN'T YOU STARVE TO DEATH
IN THE DESERT?

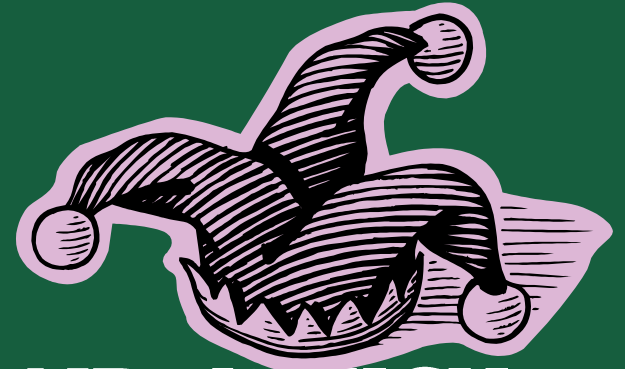


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Could You Conduct Business with COVA?

Answer

BECAUSE OF ALL THE SAND WHICH
IS THERE!



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Could You Conduct Business with COVA?

Question No. 22

In the event of a tie bid, what preferences are given to Virginia Vendors?



Could You Conduct Business with COVA?

Answer to question No. 22

Preference is given to materials, equipment and supplies produced in Virginia, goods, or services or construction provided by Virginia persons, firms or corporations in the event of a tie bid.

(VM 1.8)



Could You Conduct Business with COVA?

Question No. 23

As a certified small business if you are responding to a solicitation that is not a set-aside, could you still be awarded the contract if you were not the lowest bidder?



Could You Conduct Business with COVA?

Answer to question No. 23

Yes. If the provision for award to other than the lowest priced bidder or highest ranked offeror was made by including the appropriate clause in the solicitation you could get the award.

(VM 2.1)



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Could You Conduct Business with COVA?

Question No. 24

How can a buyer determine if you are a responsible bidder or offeror?

Mention at least 3 considerations.



Could You Conduct Business with COVA?

Answer to question No. 24

- a. be a regular dealer, supplier and/or an authorized dealer of the goods or services offered;
- b. have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;



Could You Conduct Business with COVA?

Answer to question No. 24

- c. have a satisfactory record of performance;
- d. have a satisfactory record of integrity; and,
- e. have the necessary facilities, organization, experience, technical skills, and financial resources

(VM 3.7)



Could You Conduct Business with COVA?

Question No. 25

For your bid or proposal to be considered it must be:



Could You Conduct Business with COVA?

Answer to question No. 25

To be considered, all bids or proposals must be **received at the specific office location stipulated by the procuring activity on or before the date and hour** designated on the solicitation.

(VM 4.10)



Could You Conduct Business with COVA?

Question No. 26

When responding to a solicitation would the name of a certain brand, make, or manufacturer restrict you to the specific brand, make, or manufacturer named?



Could You Conduct Business with COVA?

Answer to question No. 26

No. Unless otherwise provided in the solicitation, the name of a certain brand, make, or manufacturer does not restrict bidders or offerors to the specific brand, make, or manufacturer named.

(VM 4.14)



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Could You Conduct Business with COVA?

Question No. 27

Under solicitation IFB 123 you have submitted an alternate bid. Is it possible for you to receive an award?



Could You Conduct Business with COVA?

Answer to question No. 27

No. An award cannot be made on an alternate bid; however, all bids may be rejected and the requirement resolicited with a revised specification using the features of the alternate.

(VM 5.7)



Could You Conduct Business with COVA?

Question No. 28

When can you amended and/or withdrawn a bid/proposal?



Could You Conduct Business with COVA?

Answer to question No. 28

A bid/proposal may be amended and/or withdrawn by a bidder or offeror if the office issuing the solicitation receives **such a request in writing before the due date and hour.**

(VM 5.11)



Could You Conduct Business with COVA?

Question No. 29

Can you correct or withdraw a bid/proposal after award of a contract or issuance of a purchase order?



Could You Conduct Business with COVA?

Answer to question No. 29

Bids/Proposals containing mistakes shall not be corrected or withdrawn after award of a contract or issuance of a purchase order.

(VM 5.13)



Could You Conduct Business with COVA?

Question No. 30

Can the Commonwealth deny the withdrawal of a bid?



Could You Conduct Business with COVA?

Answer to question No. 30

Yes it can. The decision denying withdrawal of a bid shall be final and conclusive unless the bidder appeals the decision within ten days after receipt ...

(VM 5.15)



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Could You Conduct Business with COVA?

Question No. 31

How can you provide substitutions on a purchase orders?



Could You Conduct Business with COVA?

Answer to question No. 31

Substitutions on purchase orders require the prior approval of the purchasing office issuing the award.

(VM 7.4)



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Could You Conduct Business with COVA?

Question No. 32

To be entitled to the benefits of the state SWAM procurement opportunities you need to be?



Could You Conduct Business with COVA?

Answer to question No. 32

A Certified SWAM Vendor: For the purposes of state procurement rules, no vendor shall be considered a Small, Women-Owned, or a Minority-Owned Business,(SWAM) or be entitled to the benefits of the state SWAM procurement opportunities, unless certified as such by the Commonwealth.

(VM 2.1.d)



Could You Conduct Business with COVA?

Question No. 33

Your contract with the Commonwealth is about to run out – but you say that the agency still owes you money – what is your deadline for submitting your claim?



Could You Conduct Business with COVA?

Answer to question No. 33

60 days after **final payment**. Contractual claims whether for money or other relief shall be submitted in writing no later than 60 days after final payment.

(APSPM 11.3) (VM 7.19)



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Could You Conduct Business with COVA?

Question No. 34

You have been arguing with a buyer over a contractual claim for over 60 days. Today you gave the buyer written notice of the claim. What is the maximum number of days the buyer has to give you a decision – before you can institute legal action?



Could You Conduct Business with COVA?

Answer to question No. 34

30 days. A contractor may not institute legal action prior to receipt of the purchasing office's decision on a contractual claim unless that office fails to render such decision within 30 days.

(APSPM 11.3) (VM 7.19)



Could You Conduct Business with COVA?

Question No. 35

What are the limitations in negotiating a price increase on a fix price?



Could You Conduct Business with COVA?

Answer to question No. 35

No fixed price contract may be increased by more than 25 percent of the original amount of the contract or \$50,000, whichever is greater, without the advance written approval of the Governor or his designee.

(VM 7.17)



Could You Conduct Business with COVA?

Question No. 36

How can a purchase order or contract be terminated for the convenience of the Commonwealth?



Could You Conduct Business with COVA?

Answer to question No. 36

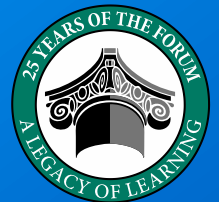
A notice of termination would be delivered specifying the extent to which performance under the purchase order or contract is terminated, and the date of termination.

(VM 7.18)



Could You Conduct Business with COVA?

THE
END



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